

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 22, 2001

ALL-COUNTY INFORMATION NOTICE NO: I-39-01

TO: ALL COUNTY WELFARE DIRECTORS
IN-HOME SUPPORTIVE SERVICES
PROGRAM MANAGERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: REQUEST FOR COUNTY PARTICIPANTS FOR THE PURPOSE OF FORMING A REPORTS WORKGROUP FOR THE IN-HOME SUPPORTIVE SERVICES CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM (IHSS CMIPS) RE-PROCUREMENT PROJECT

This All-County Information Notice (ACIN) is to request county participation in a workgroup that will provide information and give input regarding all county reports for the purpose of the In-Home Supportive Services Case Management, Information and Payrolling System (IHSS CMIPS) Re-Procurement Project.

Background

Currently, counties initiate many types of reports utilizing information gathered from the In-Home Supportive Services (IHSS) Program recipients and providers through the use of CMIPS. CMIPS sends information to counties as requested/required to be used in county reports once the information is verified through CMIPS processes.

As you may know the CMIPS Project Office is in the process of developing the Request for Proposal (RFP) for the new CMIPS. The RFP must include information and identify the need for and content of county reports. A review of all county reports is required in order to identify case management and payroll reporting needs and enhancements to be included in the CMIPS RFP document. The first major task of the workgroup will be to identify all county reports that utilize CMIPS information and identify the reason for the need of the report by the county(s). Future tasks of the workgroup will include addressing redundancy, data needs and enhancements of reports.

The reports function is critical to the IHSS Program operation within the counties. Review and analysis of all current reports is necessary to ensure that the updated information be included in the new CMIPS.

Request for County Participation

As part of the procurement process, the CMIPS Project Office is in need of and requesting county participants to establish a workgroup to look at all county-generated reports that relate to CMIPS data input or output. We would like county participation to include county managers knowledgeable in the use of and need for information identified in county reports. Knowledge in these two areas is considered critical in order to perform necessary tasks within this workgroup.

There will be some travel involved for county participants to attend meetings. Other alternatives to accommodate county staff to participate in essential meetings will be considered including tele-conferencing etc. The reports workgroup will continue for the duration of the procurement process.

The process of obtaining county volunteers for this purpose is considered a priority and will be completed by the end of May 2001. Please provide the following information on the county volunteer: name, address, phone number, fax number and email address (if available). **Complete the information requested on the attached contact sheet and fax it to (916) 229-3160, Attn: Josie Powers, no later than May 31, 2001.**

If you have any questions related to this ACIN, please contact Josie Powers at (916) 229-4019 or Alison Garcia, Manager, CMIPS Procurement Unit at (916) 229-4023.

Sincerely,

***Original Document Signed By
Donna L. Mandelstam on 5/22/01***

DONNA L. MANDELSTAM
Deputy Director
Disability and Adult Programs Division

Enclosures

CMIPS REPORTS WORKGROUP CONTACT SHEET

Please Return Form by: May 31, 2001

To: Josie Powers

Fax Number: (916) 229-3160

County: _____

Address: _____

WORKGROUP MEMBER:

Name: _____

Classification: _____

Phone Number: _____

FAX Number: _____

E-mail Address: _____

Comments: _____
